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***Operations and Services
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Weather Forecast Office of Hydrologic Operations, NWSI 10-921***

AUTHORIZATION FOR NEW AND/OR EXPANDED HYDROLOGIC SERVICES

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Signed _____

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Date

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1. Purpose: The purpose of this supplement is to clarify the field procedures for requesting new hydrologic forecast services, or for changing existing hydrologic services.

2. Background: Requests for new hydrologic services and changes to existing hydrologic services must be approved in writing by Western Region Headquarters (WRH) prior to committing any NWS resources and procedural development by the river forecast centers (RFCs). The only exceptions are changes to flood stages, for which WRH does not need to approve the change, but needs to be notified.

3. Procedure: The following procedure shall be followed for request and approval of new or changed forecast services.
 - a. All requests from outside the NWS should be made in writing to the meteorologist in charge (MIC) of the appropriate weather forecast office (WFO). The WFO should work with the requester to define requirements. Requests will then be forwarded to Western Region Hydrology and Climate Services Division (HSCD) for action.

 - b. Requests from within the NWS should be made in writing through the MIC of the requesting office to HSCD. Requests from offices in other regions should be sent to HSCD through their regional Hydrologic Services Division.

 - c. Requests should be as specific as possible and include the type of forecast requested and the frequency. To accelerate the process, the request should be coordinated with the RFC prior to sending it to HSCD.

 - d. HSCD will coordinate an evaluation of the request with the offices involved (WFO, RFC, national headquarters, other regional headquarters, etc.). If needed, the RFC will provide a technical evaluation of the validity of the request and the resources and time needed to implement the request; e.g., if a new calibration is needed, rating table availability, etc.

 - e. HSCD will issue a letter of authorization to the WFO listing the approved services (those requested, or alternative services based on available data and forecast procedures).

- f. The WFO responsible for coordinating the new services with affected hydrologic users (e.g., emergency managers, other hydrologic agencies, media, etc.), and for issuing and E-19 for the new location.

- g. Different Types of Forecast Points:

River Forecast Point (RFP): A point is a RFP if it has a river gage (preferably telemetered), the RFC provides a forecast for that point, a flood stage has been established for that point, an E-19 has been completed and the point has been approved by HCSD.

Local River Forecast Point (LRFP): A point is a LRFP when the RFC does not provide guidance for that point, but instead the WFO has a local procedure or model to provide forecasts for that point. A LRFP must have a river gage (preferably telemetered), an established flood stage, a completed E-19 and been approved by HCSD. Site Specific points are LRFPs.

- h. For changes to flood stages at existing points, the WFO will notify HCSD of the change in writing, and send updated E-19s to HCSD, the RFC and the Hydrometeorologic Information Center. All flood stage changes must be coordinated with appropriate federal, state and local agencies and other customer groups prior to notification to HCSD.